



KEMENTERIAN PERDAGANGAN DALAM NEGERI
DAN KOS SARA HIDUP



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

20
23

SSM TRAINING

DRAFTING RESOLUTIONS OF BOARD AND MEMBERS

COURSE INTRODUCTION

A resolution is an agreement or decision made by the directors or members (or a class of members) of a company. When a resolution is passed, the company is bound by it. Essentially, a resolution is written documentation describing an action that has been authorised by either the directors or members of a Company. Although the process for writing a resolution is not particularly complex, it has to be precise in order for the resolution to meet the legal standing that it was intended for.

DRAFTING RESOLUTIONS OF BOARD AND MEMBERS

COURSE OBJECTIVE

This course introduces the Company Secretary to the basics of resolution drafting for a board or shareholders' decision. The presentation will discuss the role that resolutions play with respect to good corporate governance and the importance of drafting comprehensive and well-organized resolutions. Participants will also note the essential elements which have to be present before a resolution can be taken as valid, effectual or enforced.

COURSE CONTENTS

- Types of resolutions.
- Essential elements needed for a resolution to be valid.
- Drafting comprehensive and precise resolution.
- How to deal with errors in the resolution?
- Legal and general effects of resolutions.
- Common flaws in corporate resolution.

LEARNING OUTCOMES

By attending this course, participants will be able to:

- Develop a better understanding of the legalities involved in drafting resolutions.
- Recognise the pertinent matters that must be included in the resolution to ensure it is comprehensive.
- Learn the dos and don'ts of drafting resolutions.
- Identify practical issues relating to resolution drafting.

WHO SHOULD ATTEND

Company secretaries, company directors and accountants.

ABOUT THE TRAINER



LEONG OI WAH is a Fellow Member of the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) and has more than 30 years of experience in handling corporate secretarial matters in the profession and the corporate sector.

Oi Wah is also involved in advisory on corporate secretarial requirements including corporate restructuring and compliance with various regulatory bodies such as the Registrar of Companies, Bursa Malaysia Securities Berhad, Securities Commission and other authorities. She is an approved trainer with HRD Corp and does regular training for the Companies Commission Malaysia Training Academy and other professional bodies. She is also co-author of "Company Meetings, Minutes and Resolutions in Malaysia" published in 2021 by the Malaysian Current Law Journal.

DRAFTING RESOLUTIONS OF BOARD AND MEMBERS



Online

ADMINISTRATIVE DETAILS

Date	02 October 2023	
Venue	Virtual platform	
Time	9.00 am - 5.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee	RM500.00	Standard
	RM400.00	Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak
SSM CPE Points	8 points	

HOW TO REGISTER?

STEP
1

Strictly via online registration at <https://e-comtrac.ssm.com.my>

STEP
2

NEW USER (First Time Login)

- Click on **SIGN UP**
- Key in **REGISTRATION INFORMATION**
- Click on **REGISTER**
- Key in **USERNAME** and **PASSWORD**

EXISTING USER of SSM EzBiz

- Key in **USERNAME** and **PASSWORD**
- Click on **SIGN IN**

STEP
3

- Select training
- Check on Available Seat
- Click on Add Participant
- Key in participant's information
- Click on Submit
- Check participant's details
- Click on Submit Payment

Note: Please submit your application within 15 minutes. Otherwise the system will automatically cancel your transaction and you will lose your seat(s). Please re-apply if you wish to proceed. Full payment shall be made at the point of registration.

DRAFTING RESOLUTIONS OF BOARD AND MEMBERS

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- All training programmes registrations MUST be applied through e-COMTRAC. Upon submitting the registration application, participant is deemed to have read and accepted the terms and conditions herein.
- Payment by cash and cheque is not acceptable effective from January 2021.

Webinar Access Link

- A notification e-mail with the webinar access link will be sent at least 24 hours before the commencement of the webinar.
- The access link is unique for registered participants and should not be forwarded or shared with others.

Certificate of Attendance

- Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment is received.
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- SSM will charge an administrative fee of RM30.00 per copy for any replacement of certificate due to errors in name or identification card number wrongly filled by participant / representative during registration or loss of certificate, etc.

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Human Resources Development Corporation

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COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION

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